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11 July 1952

MEMORANDUM FOR: Deputy Director (Administration)

VIA : Classification and Wage Administration
Division, Office of Personnel

SUBJECT : Creation of New Position in Office of the Director

1. It is requested that a new position with the title Assistant to the Director be created in the T/O of the Office of the Director. This position is to be rated at a GS-15.

2. The occupant of this position will be responsible to the Executive Assistant to the Director particularly for relationships between the Office of the Director and the Office of the Deputy Director (Plans), and will perform such other functions as may be directed by the Executive Assistant.

3. This position will initially be occupied by [REDACTED] who will be appointed as a GS-14 and will assume the position effective 15 July 1952. Your prompt action on this request will be appreciated.

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[REDACTED]
Assistant to the Director

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